DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C834

Agency **Kent County** Division/Unit **State's Attorney Office**

Item No	Description	Retention
1	**Circuit Court - Criminal Cases** Docket folder, correspondence, motion for appearance, charging document, motion to amend charging document, criminal investigation report, supplement report, application for statement of charges, arrest warrant, trial or hearing notice, photos, MD uniform complaint citation, advice of rights, etc.	Retain for 50 years, then destroy.
2	**Circuit Court** Order of court, petition, testimony, court certification, certification of records, petition for support, application for assistance, copies of code, correspondence, etc.	Retain for 10 years, then destroy
3	**District Court Motor Vehicle Files (includes DNR)** Files consist of charge documents, officer case load, notice of Nolle Prosequi, complaint/citation, results of chemical tests, officers report, motion for appearance, notice to enter appearance, notice to enter appearance, notice of trial date, notice for modification of sentence, show cause order, petition/order for early termination of probation and discharge of probationer, etc.	Retain for 7 years, then destroy

Approved by Department, Agency, or Division Representative.

Date June 1, 1998

Signature Charles D. MacLeod

Type Name Charles D. MacLeod

Title County Administrator

Schedule Authorized by State Archivist.

Date JUN 4 1998

Signature Edward C. Papenfuse

DGS 550-1 (Rev. 10/92)

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION **RECORDS RETENTION AND DISPOSAL SCHEDULE** (Continuation Sheet)		Schedule No. C 824 Page 2 of 2
Item No.	Description	Retention
4	**Juvenile Files** Files consist of handwritten notes, summons and notice, juvenile petition, referrals, ex parte documents, criminal investigation report, correspondence, order to enter appearance, etc.	Retain for 10 years, then destroy.
5	**Monthly office expenses** File consists of requests for payment, purchase orders, invoices, correspondence, handwritten notes, County Commissioner's payment form, appropriation status & history reports, travel expense vouchers, time sheets, copies of checks from various Maryland State agencies, bank balance sheets, etc.	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.
6	**Miscellaneous Correspondence Files** Telephone directories, index cards, listing name, action taken and date of action taken, newsletters, correspondence from various Maryland State Agencies, bulletins, correspondence from County Commissioner's to Maryland State Agencies, reimbursement programs application programs, handwritten notes, form 218 notification of dependency & request for report of action, various blank forms, studies, community work programs, court statistics, minutes, rules, grand petit jury list, grand jury reports, laws, subpoenas, memos, reports of pending cases, investigations, etc.	Retain for 7 years, then destroy.

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

A

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 75 Of _____

1. DEPARTMENT/AGENCY
KENT CO.

2. DIVISION STATE ATTORNEY

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE ~~DISTRICT~~ CIRCUIT COURT - CRIMINAL CASES ~~(INCLUDES DWI CASES)~~

5. EARLIEST YEAR / LATETEST YEAR
1987 TO 1994

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

DOCKET FOLDER, CORRESPONDENCE, MOTION FOR APPEARANCE, CHARGING DOCUMENT, MOTION TO AMEND CHARGING DOCUMENT, CRIMINAL INVESTIGATION REPORT, SUPPLEMENT REPORT, APPLICATION FOR STATEMENT OF CHARGES, ARREST WARRENT, TRIAL OR HEARING NOTICE, (OVER)

7. RECORD SERIES FORMAT(S)

- ☑ Letter Size
- ☐ Microfilm
- ☐ Legal Size
- ☐ Computer Tape
- ☐ Bound Book
- ☐ Floppy Disk
- ☐ Audio Tape
- ☐ Video Tape
- ☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☑ Alphabetical
- ☑ Numerical
- ☐ Chronological
- ☐ Geographical
- ☐ Other (Specify) _____

CASE ~~NUMBER~~ NAME

9. VOLUME

- ☐ File Drawer(s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape (s)
- ☑ Other (Specify) BACKER BOX

APPROX 6 CUBIC FEET

Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape(s)
- ☐ Other (Specify) _____

_____ Number

11. FILE IS USED

☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

ATTIC/OFFICE

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)

☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ Yes _____ ☑ No

18. RECOMMENDED RETENTION RETAIN FOR 50 YRS, THEN DESTROY.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE
MAR 3, 1998

DGS 550-4 (Revised 1/93)

PHOTOS

Md. uniform complaint citation, Advice of Rights, etc.

Case Disposition is recorded on the Docket (Folder); etc

Office

Circuit Court Criminal Cases - Active

1998 - 12 cubic feet

1993 - 6 cubic feet

1991 - 28 cubic feet

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

A

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 75 Of _____

1. DEPARTMENT/AGENCY: KENT CO.

2. DIVISION: STATE ATTORNEY

3. UNIT:

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE: DISTRICT COURT - CRIMINAL CASES (INCLUDES DNR CASES)

5. EARLIEST YEAR / LATETEST YEAR: 1987 TO 1994

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

DOCKET FOLDER, CORRESPONDENCE, MOTION FOR APPEARANCE, CHARGING DOCUMENT, MOTION TO AMEND CHARGING DOCUMENT, CRIMINAL INVESTIGATION REPORT, SUPPLEMENT REPORT, APPLICATION FOR STATEMENT OF CHARGES, ARREST WARRENT, TRIAL OR HEARING NOTICE, (COVER)

7. RECORD SERIES FORMAT(S)

- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [ ] Other (Specify) _____

8. RECORD SERIES SEQUENCE

- [ ] Alphabetical
- [x] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) _____

CASE ~~NUMBER~~ NAME

9. VOLUME

- [ ] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [x] Other (Specify) BANKER'S BOX

APPROX 6 CUBIC FEET

Number

10. ANNUAL ACCUMULATION

- [ ] File Drawer (s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape(s)
- [ ] Other (Specify) _____

_____ Number

11. FILE IS USED

- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number

- [ ] Month(s)
- [ ] Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

ATTIC

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- [ ] Yes _____
- [ ] No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)

- [ ] Yes _____
- [ ] No

16. AUDIT REQUIREMENTS

- [ ] None
- [ ] State
- [ ] Federal
- [ ] Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- [ ] Yes _____
- [x] No

18. RECOMMENDED RETENTION

10 years for Criminal Cases, ~~Then Destroy~~
~~7 years for MV, DNR, P.L. & Dog Ord.~~

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE: MAR 3, 1998

DGS 550-4 (Revised 1/93)

PHOTOS

Md. UNIFORM COMPLAINT CITATION, Advice of Rights, etc.

CASE DISPOSITION IS recorded ON THE DOCKET (Folder); ETC

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 25 Of _____

1. DEPARTMENT/AGENCY
KENT COUNTY

2. DIVISION
STATE'S ATTORNEY

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE
CIRCUIT COURT CRIMINAL CASES

5. EARLIEST YEAR / LATETEST YEAR
_____ TO _____

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)
FILE CONSISTS OF: CHARGING DOCUMENT, MOTIONS, REPORTS, INVESTIGATIONS, HEARING NOTICES, CORR. TO ATTORNEY OF RECORD, DISPOSITIONS

7. RECORD SERIES FORMAT(S)
- ☐ Letter Size
- ☑ Legal Size
- ☐ Bound Book
- ☐ Audio Tape
- ☐ Microfilm
- ☐ Computer Tape
- ☐ Floppy Disk
- ☐ Video Tape
- ☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE
- ☐ Alphabetical
- ☑ Numerical
- ☐ Chronological
- ☐ Geographical
- ☐ Other (Specify) _____

CASE NOS.

9. VOLUME
- ☐ File Drawer(s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape (s)
- ☑ Other (Specify) BANKER'S BOXES

_____ Number

10. ANNUAL ACCUMULATION
- ☐ File Drawer (s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape(s)
- ☐ Other (Specify) _____

_____ Number

11. FILE IS USED
☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER
_____ Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
ATTIC

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)
☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)
☑ Yes _____ ☐ No

16. AUDIT REQUIREMENTS
☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
☐ Yes _____ ☑ No

18. RECOMMENDED RETENTION RETAIN FOR 50 years then destroy

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY
KENT COUNTY

2. DIVISION
STATE'S ATTORNEY

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE
CIRCUIT COURT CRIMINAL CASES

5. EARLIEST YEAR / LATETEST YEAR
1971 TO 83

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)
FILE CONSISTS OF: CHARGING DOCUMENT, MOTIONS, REPORTS, INVESTIGATIONS, HEARING NOTICES, CORR. TO ATTY. OF RECORD, DISPOSITIONS

7. RECORD SERIES FORMAT(S)
- ☐ Letter Size
- ☐ Microfilm
- ☑ Legal Size
- ☐ Computer Tape
- ☐ Bound Book
- ☐ Floppy Disk
- ☐ Audio Tape
- ☐ Video Tape
- ☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE
- ☐ Alphabetical
- ☑ Numerical CASE NOS.
- ☐ Chronological
- ☐ Geographical
- ☐ Other (Specify) _____

9. VOLUME
- ☐ File Drawer(s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape (s)
- ☑ Other (Specify) FILING CABINETS

2
Number

10. ANNUAL ACCUMULATION
- ☐ File Drawer (s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape(s)
- ☐ Other (Specify) _____

_____
Number

11. FILE IS USED
☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER
_____ Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
ATTIC IN FILING CABINETS

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)
☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)
☑ Yes _____ ☐ No

16. AUDIT REQUIREMENTS
☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
☐ Yes _____ ☑ No

18. RECOMMENDED RETENTION
50 years — then destroy

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 (Revised 1/93)

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

A

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 76 Of _____

1. DEPARTMENT/AGENCY
KENT CO

2. DIVISION
STATES ATTORNEY

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE ~~DISTRICT COURT~~ CIRCUIT COURT ~~FAMILY COURT~~

5. EARLIEST YEAR / LATETEST YEAR
1980 TO 1987

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Order of Court, Petition, Testimony, Court Certification, Certification of Records; Petition for Support; Application for Assistance; Copies of Code; Correspondence; Etc.

7. RECORD SERIES FORMAT(S)

- ☑ Letter Size
- ☐ Microfilm
- ☐ Legal Size
- ☐ Computer Tape
- ☐ Bound Book
- ☐ Floppy Disk
- ☐ Audio Tape
- ☐ Video Tape
- ☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
- ☑ Numerical
- ☐ Chronological
- ☐ Geographical
- ☐ Other (Specify) _____

Equity #

9. VOLUME

- ☐ File Drawer(s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape (s)
- ☑ Other (Specify) ~~BOX~~

1 Cubic Foot
Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape(s)
- ☐ Other (Specify) _____

_____
Number

11. FILE IS USED

☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

ATTIC

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)

☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ Yes _____ ☑ No

18. RECOMMENDED RETENTION RETAIN FOR 10 yrs. then destroy

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE
MAR 4, 1998

DGS 550-4 (Revised 1/93)

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

A

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
KENT CO

2. DIVISION
STATES ATTORNEY

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE ~~DISTRICT COURT~~ CIRCUIT COURT ~~Family Court~~

5. EARLIEST YEAR / LATEST YEAR
1980 TO 1987

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Order of Court, Petition, Testimony, Court Certification, Certification of Records; Petition for Support; Application for Assistance; Copies of Code; Correspondence; Etc.

(~~[illegible]~~)

7. RECORD SERIES FORMAT(S)

- ☑ Letter Size
- ☐ Microfilm
- ☐ Legal Size
- ☐ Computer Tape
- ☐ Bound Book
- ☐ Floppy Disk
- ☐ Audio Tape
- ☐ Video Tape
- ☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
- ☑ Numerical
- ☐ Chronological
- ☐ Geographical
- ☐ Other (Specify) _____

Equity #

9. VOLUME

- ☐ File Drawer(s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape (s)
- ☑ Other (Specify) Box

1 Cubic Foot
Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape(s)
- ☐ Other (Specify) _____

_____
Number

11. FILE IS USED

☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Attic/Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)

☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ Yes _____ ☑ No

18. RECOMMENDED RETENTION

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE
MAR 4, 1998

DGS 550-4 (Revised 1/93)

(~~office~~)

~~CIRCUIT COURT CRIMINAL CASES~~

~~Current 12 cubic feet~~

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) A	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page 77 Of _____

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Kent Co	State's Attorney	

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE	5. EARLIEST YEAR / LATETEST YEAR
District Court Motor Vehicle Files (includes DNR)	1987 TO 1993

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Files Consist of: Charge document; Officer Case Load; Notice of Nolle Prosequi; Complaint/Citation; Results of Chemical Tests; Officer's Report; Motion for Appearance; Notice to Enter Appearance; Notice of Trial Date; ~~[illegible]~~ (over)

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
☑ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☐ Other (Specify) _____	☐ Alphabetical ☑ Numerical ☐ Chronological ☐ Geographical ☐ Other (Specify) _____ Month/Day/Time	20 ☐ File Drawer(s) ☐ Microfilm Reel (s) ☐ Computer Tape (s) ☑ Other (Specify) Bankers Box Cubic Feet Number

10. ANNUAL ACCUMULATION
☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____
_____ Number

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
☐ Daily ☐ Weekly ☐ Monthly	_____ Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)
Attic	☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS
☐ Yes _____ ☐ No	☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION
☐ Yes _____ ☑ No	Retain for 7 years, Then Destory

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
		Mar 4, 1993

DGS 550-4 (Revised 1/93)

Notice for Modification of Sentence; Show Cause order; Petition/order for early Termination of Probation and Discharge of Probationer; ETC.

Includes Motor Vehicle, DNR, Public Landings and Dog Ord.

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

A

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
Kent Co

2. DIVISION
States Attorney

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE District Court
Motor Vehicle Files (includes DWR)

5. EARLIEST YEAR / LATETEST YEAR
1987 TO ~~1993~~ 1997

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)
Files Consist of: Charge document - Officer Case Load - Notice of Nolle Prosequi - Complaint/Citation - Results of Chemical Tests; Officer's Report; Motion for Appearance - Notice To Enter Appearance; Notice of Trial Date; ~~Etc~~ (over)

7. RECORD SERIES FORMAT(S)
- ☑ Letter Size
- ☐ Microfilm
- ☐ Legal Size
- ☐ Computer Tape
- ☐ Bound Book
- ☐ Floppy Disk
- ☐ Audio Tape
- ☐ Video Tape
- ☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE
- ☐ Alphabetical
- ☑ Numerical
- ☐ Chronological
- ☐ Geographical
- ☐ Other (Specify) _____

Month/Day/Time

9. VOLUME
30
- ☐ File Drawer(s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape (s)
- ☑ Other (Specify) Banker's Box

~~Cubic~~ Number Feet

10. ANNUAL ACCUMULATION
- ☐ File Drawer (s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape(s)
- ☐ Other (Specify) _____

_____ Number

11. FILE IS USED
☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER
_____ Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
Attic/Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)
☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)
☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS
☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
☐ Yes _____ ☑ No

18. RECOMMENDED RETENTION

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE
MAR 4, 1997

DGS 550-4 (Revised 1/93)

Notice for Modification of Sentence; Show Cause order; Petition/order for early Termination of Probation and Discharge of Probationer; ETC.

Office 1994-1997

Daily Sessions Docket; Daily Cashier's Docket; ETC.

10 cubic feet.

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

A

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
Kent Co

2. DIVISION
States Attorney

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE
Juvenile Files

5. EARLIEST YEAR / LATETEST YEAR
1962 TO 1965

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

File consists of: Hand written notes; Summons and Notice; Juvenile Petition; Referrals; Ex Parte Documents - Criminal Investigation Report; Correspondence; Order To Enter Appearance; Etc.

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size
- ☐ Microfilm
- ☑ Legal Size
- ☐ Computer Tape
- ☐ Bound Book
- ☐ Floppy Disk
- ☐ Audio Tape
- ☐ Video Tape
- ☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
- ☐ Numerical
- ☐ Chronological
- ☐ Geographical
- ☐ Other (Specify) _____

9. VOLUME

- ☐ File Drawer(s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape (s)
- ☑ Other (Specify) Banker's Box

Number 2 Cubic Feet

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape(s)
- ☐ Other (Specify) _____

_____ Number

11. FILE IS USED

☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
Attic

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)

☑ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ Yes _____ ☑ No

18. RECOMMENDED RETENTION Retain for 10 yrs. then destroy

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE
MAR 4, 1998

DGS 550-4 (Revised 1/93)

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

A

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
Kent Co

2. DIVISION
States Attorney

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE
Juvenile Files

5. EARLIEST YEAR / LATETEST YEAR
1962 TO 1965

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

File consists of: Hand written notes; Summons and Notice; Juvenile Petition; Referrals; Ex Parte Documents - Criminal Investigation Report; Correspondence; Order To Enter Appearance; Etc.

(over)

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size
- ☐ Microfilm
- ☑ Legal Size
- ☐ Computer Tape
- ☐ Bound Book
- ☐ Floppy Disk
- ☐ Audio Tape
- ☐ Video Tape
- ☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
- ☐ Numerical
- ☐ Chronological
- ☐ Geographical
- ☐ Other (Specify) _____

9. VOLUME

- ☐ File Drawer(s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape (s)
- ☑ Other (Specify) Banker's Box

2 Cubic Feet
Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape(s)
- ☐ Other (Specify) _____

_____
Number

11. FILE IS USED

☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
Attic/office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)

☑ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ Yes _____ ☑ No

18. RECOMMENDED RETENTION

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE
MAR 4, 1998

DGS 550-4 (Revised 1/93)

Juvenile Files — Office
Current — 1/3 cubic feet
8 cubic feet

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

A

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY: Kent Co.

2. DIVISION: States Attorney

3. UNIT:

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE: Monthly Office Expenses

5. EARLIEST YEAR / LATETEST YEAR: 1972 TO 1986

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) (over)

File consists of: Requests for Payment, Purchase orders; Invoices; Correspondence, Hand written notes - Co. Commissioner's Payment form; Appropriation Status + History Reports; Travel Expense Vouchers, (over) ~~etc.~~

7. RECORD SERIES FORMAT(S)

- ☑ Letter Size
- ☑ Legal Size
- ☐ Bound Book
- ☐ Audio Tape
- ☐ Microfilm
- ☐ Computer Tape
- ☐ Floppy Disk
- ☐ Video Tape
- ☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
- ☐ Numerical
- ☐ Chronological
- ☐ Geographical
- ☑ Other (Specify) None

9. VOLUME

- ☐ File Drawer(s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape (s)
- ☑ Other (Specify) Banker's Box

Number 3 Cubic Feet

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape(s)
- ☐ Other (Specify) _____

_____ Number

11. FILE IS USED

☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Attic / Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)

☐ Yes _____ ☑ No

16. AUDIT REQUIREMENTS

☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ Yes _____ ☑ No

18. RECOMMENDED RETENTION: Retain for 3 yrs. and until all audit requirements have been fulfilled then destroy.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE: MAR 4, 1998

DGS 550-4 (Revised 1/93)

Time sheets; copies of checks....
From various Md. State Agencies;
Bank Balance sheets; etc.

Office

Payment Forms; Correspondence; Hand
Written Notes; Invoice Copies;
1998 - 1/2 cubic foot

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

A

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY: Kent Co.

2. DIVISION: States Attorney

3. UNIT:

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE: Monthly Office Expenses

5. EARLIEST YEAR / LATETEST YEAR: 1972 TO 1986

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

File consists of: Requests for Payment; Purchase orders; invoices; Correspondence; Hand written notes - Co. Commissioner's Payment form; Appropriation Status & History Reports; Travel Expense Vouchers; ~~etc.~~ (one

7. RECORD SERIES FORMAT(S)

- ☑ Letter Size
- ☐ Microfilm
- ☑ Legal Size
- ☐ Computer Tape
- ☐ Bound Book
- ☐ Floppy Disk
- ☐ Audio Tape
- ☐ Video Tape
- ☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
- ☐ Numerical
- ☐ Chronological
- ☐ Geographical
- ☑ Other (Specify) None

9. VOLUME

- ☐ File Drawer(s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape (s)
- ☑ Other (Specify) Bankers Box

3 Cubic Feet
Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape(s)
- ☐ Other (Specify) _____

_____
Number

11. FILE IS USED

☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Attic

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)

☐ Yes _____ ☑ No

16. AUDIT REQUIREMENTS

☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ Yes _____ ☑ No

18. RECOMMENDED RETENTION: Retain for 3 yrs. and until all audit requirements have been fulfilled then destroy.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE: Mar 4, 1998

DGS 550-4 (Revised 1/93)

Time sheets; copies of checks....
From various Ind. State Agencies;
Bank Balance sheets; etc.

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

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DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY: Kent Co.

2. DIVISION: States Attorney

3. UNIT:

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE: Misc. Correspondence Files

5. EARLIEST YEAR / LATETEST YEAR: 1978 TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) (over)

Telephone Directories, Index Cards, Listing Name, Action Taken and date of Action Taken, Newsletters, Correspondence From Various Md. State Agencies, Bulletins, Correspondence From Co. Commissioners To Md. State Agencies,

7. RECORD SERIES FORMAT(S)
- [x] Letter Size
- [x] Legal Size
- [ ] Bound Book
- [ ] Audio Tape
- [ ] Microfilm
- [ ] Computer Tape
- [ ] Floppy Disk
- [ ] Video Tape
- [ ] Other (Specify) _____

8. RECORD SERIES SEQUENCE
- [ ] Alphabetical
- [ ] Numerical
- [ ] Chronological
- [ ] Geographical
- [x] Other (Specify) Name

9. VOLUME
- [x] File Drawer(s) 3 F.D. over
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [ ] Other (Specify) Baskets Box

Number 2 Cubic Feet

10. ANNUAL ACCUMULATION
- [ ] File Drawer (s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape(s)
- [ ] Other (Specify) _____

_____ Number

11. FILE IS USED
- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER
_____ Number
- [ ] Month(s)
- [ ] Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room): Attic / Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)
- [ ] Yes _____
- [ ] No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)
- [ ] Yes _____
- [ ] No

16. AUDIT REQUIREMENTS
- [ ] None
- [ ] State
- [ ] Federal
- [ ] Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
- [ ] Yes _____
- [x] No

18. RECOMMENDED RETENTION

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE: MAR 4, 1998

DGS 550-4 (Revised 1/93)

Reimbursement Programs Application ....
Programs, Hand written Notes, Form 217
Notification of Dependency & Request
For Report of Action, Various blank Forms,
[redacted]. Studies. Community Work Programs.
Court Statistics; Minutes; Rules; Grand &
Petit Jury List; Grand Jury Reports; Laws;
Sub Poenaes; Memo's; Reports of
Pending Cases; Investigations; Etc.

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

A

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
Kent Co.

2. DIVISION
States Attorney

3. UNIT
?

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE Misc. Correspondence Files

5. EARLIEST YEAR / LATETEST YEAR
1978 TO _____

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Telephone Directories; Index Cards, listing Name, Action Taken and date of Action Taken, Newsletters, Correspondence from Various Md. State Agencies, Bulletins, Correspondence from Co. Commissioner's to Md. State Agencies,

7. RECORD SERIES FORMAT(S)

- [x] Letter Size
- [ ] Microfilm
- [x] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [ ] Other (Specify) _____

8. RECORD SERIES SEQUENCE

- [ ] Alphabetical
- [ ] Numerical
- [ ] Chronological
- [ ] Geographical
- [x] Other (Specify) None

9. VOLUME

- [ ] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [ ] Other (Specify) Baskets Box

2 Cubic Feet
Number

over

10. ANNUAL ACCUMULATION

- [ ] File Drawer (s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape(s)
- [ ] Other (Specify) _____

_____ Number

11. FILE IS USED

- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number
- [ ] Month(s)
- [ ] Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
Attic

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- [ ] Yes _____
- [ ] No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)

- [ ] Yes _____
- [ ] No

16. AUDIT REQUIREMENTS

- [ ] None
- [ ] State
- [ ] Federal
- [ ] Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- [ ] Yes _____
- [x] No

18. RECOMMENDED RETENTION Retain for 7 years then destroy

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE
MAR 4, 1998

DGS 550-4 (Revised 1/93)

Reimbursement Programs Application ....
Programs, Hand written Notes, Form 217
Notification of Dependency & Request
For Report of Action, Various blank Forms,
Etc.